



## Department of Administrative Services Customer and Employee Relations Job Announcement

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**ANNOUNCEMENT #:** 200634

**POSITION:** Strategic Support Manager

**LOCATION:** State Purchasing  
200 Piedmont Avenue  
13th Floor, West Tower  
Atlanta, GA

**APPLICATION DEADLINE:** Open until filled

**WHO MAY APPLY:** All applicants

**PAY GRADE:** 18

**PAY GRADE SALARY RANGE:** \$3,825.26 – \$6,712.16 per month

**GENERAL DESCRIPTION:** Join the state of Georgia in building a Knowledge Center team to help us realize a procurement transformation as we adopt best practices.

The Strategic Support Manager will manage strategic support analysts in State Purchasing's Knowledge Center, oversee the development of spend analysis as well as the capture and dissemination of best practices and lessons learned, and coordinate assignment of analysts to procurement category teams based on identified needs and requirements.

Required Knowledge, Skills, and Abilities

- Strong analytical skills
- Strong oral, written communication, and presentation skills
- Strong people management skills (managing, motivating, developing staff)
- Ability to effectively work with internal and external stakeholders
- Project management skills
- Creative thinking
- Strong negotiation skills

**MINIMUM QUALIFICATIONS:** Completion of a Master's degree in business administration (MBA) or public administration (MPA) from an accredited college or university  
AND

Two years of supervisory procurement/sourcing experience.

OR

Completion of a four-year degree from an accredited college or

university

AND

Four years of professional procurement/sourcing experience, two years of which were in a supervisory capacity.

OR

Eight years of professional procurement/sourcing experience, three years of which were in a supervisory capacity.

OR

Three years of experience as a Senior Strategic Support Analyst, one year of which was as a supervisor or lead worker.

**PREFERRED QUALIFICATIONS:** Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- E-sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8
- Procurement/sourcing experience in one or more categories in the following areas:

Services

Goods

Capital Expenditures

IT